



# Enterprise Program Management

BCCS Leadership Team Meeting  
December 30, 2008





Welcome to the Enterprise Program Management (EPM) Portal. This environment provides information and tools that are instrumental to optimal management of the Enterprise Project Portfolio and our partnerships with Executive Management, BCCS Leadership, Supported Agencies, and the Enterprise Architecture & Strategy Team.

The Enterprise Program Management (EPM) office was restructured in 2005 to address the need for improved visibility and oversight of IT and Telecom projects within the Executive Branch of Illinois State government.

- EPM is responsible for maintaining and managing an Enterprise Project Portfolio, which is contained within the EPM Portal.
- EPM develops and implements consistent, standardized, enterprise program management processes as well as other related project management support activities.
- EPM partners with Executive Management, BCCS Leadership, Supported Agencies, and the Enterprise Architecture & Strategy Team to facilitate Governance and Project Management activities.



# Enterprise Program Management (EPM) Processes

The Enterprise Program Management (EPM) office is responsible for providing governance and project management oversight for approved IT projects managed by the Illinois Department of Central Management Services – Bureau of Communication and Computer Services and for establishing appropriate EPM processes for the Executive Branch of Illinois State government. The EPM Framework, described below, outlines the goals and objectives of this office.

The EPM office has developed a set of 5 processes known as the EPM Framework in order to maximize the efficiency of project handling from conception through production. These processes are Conceptualization, Initiation, Planning, Execution and Transition.

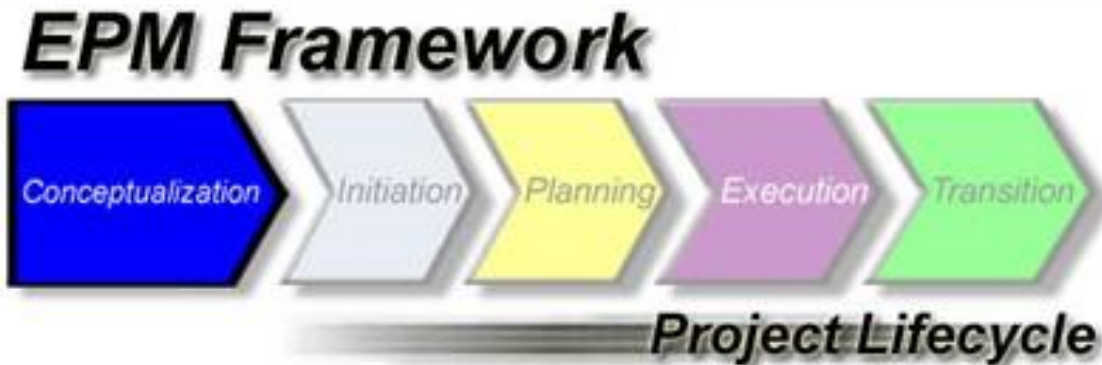




## ***EPM Framework***



- The EPM Framework provides a single comprehensive project lifecycle for acquiring Enterprise Shared Services, starting with IT and Telecom.
- This integrated project lifecycle is designed to facilitate timely & effective processing through the requisite budget, governance, and project management processes.
- Guardrails are being implemented within the EPM Portal, Project Server and Remedy systems to ensure consistency and compliance with this framework.
- To achieve optimum allocation of limited State resources, it is imperative that all Consolidated and Selected Agencies utilize this framework starting with FY08.



### Budget Planning and Forecasting

- Load Baseline & Historic Information (Expenditures/Consumption)
- Conduct Annual Budget Survey (Services/Initiatives)
- Submittal of Agency Budget Information (to BCCS)

### Confirmation of Budget Submittals

- Perform Budgetary Assessments (Budget Assessment/Adjustment)
- Coordinate Budget Submittals (Coordinate by Initiative)
- Management Confirmation/Concurrence (Agency & BCCS Management)

### Confirmation of Spending Plans

- Reconcile Plans with Enacted Budget (Revise based on Approved Funding)
- Coordinate Spending Plans (Coordinate by Initiative)
- Management Confirmation/Concurrence (Agency & BCCS Management)





## ***EPM Framework***



### Enterprise Portfolio Management Process

- Create Portfolio Records for Proposed Projects

### Resource Allocation & Prioritization (RAP) Process (CMS Only)

- Develop Business Case Information (as needed)
- Submit Project Proposals (as needed)
- RAP Board Review & Approval (currently suspended)

### IT Governance Process (Gates 1-3)

- Submit Project Charters (as required)
- Submit Business & Technical Requirements (as required)
- Acquire Deployment Design or Deployment Package (as required)
- IT Governance Review & Approval (as required)

### Project Qualification & Activation Process

- Complete Qualification & Activation Checklist (for Charters 510+)
- Confirm Resource (people/money/materials) Availability (as needed)
- Confirm Management/Fiscal/Procurement Approvals (as needed)
- Confirm BCCS & Agency Concurrence (as needed)

## **EPM Framework**



### Project Team Site Process

- Establish Project Team Site (as needed)
- Organize Project Content and Artifacts (as needed)

### Project Planning Process

- Identify/Mobilize Stakeholders and Team Members
- Prepare Work Breakdown Structure - WBS (as needed)
- Prepare Comprehensive Project Plan (as needed)

### Project Scheduling Process

- Identify and Assign Project Tasking/Duration (as needed)
- Develop Baseline Project Schedule (as needed based on Tier)
- Conduct Project Kick-Off Meeting (as needed)

*Note: This phase of the EPM Framework only applies to CMS/BCCS managed projects.*



## ***EPM Framework***



### Project Management Process

- Perform Project Management Executing Processes (as needed)
- Perform Project Management Controlling Processes (as needed)

### Project Status Reporting Process

- Prepare Project Status Reports (as needed)
- Prepare Project Metrics (as needed)

### Project Requirements Tracking Process

- Establish Requirements Specification (as needed)
- Develop Requirements Traceability Matrix (as needed)

*Note: This phase of the EPM Framework only applies to CMS/BCCS managed projects.*





## ***EPM Framework***



### Operational Transition Process

- Develop Operational/Business Process Transition Plan (as needed)
- Conduct Stakeholder Training & Testing (as needed)
- Obtain Sponsor & Key Stakeholder Concurrence (as needed)

### Solution Deployment Process

- Establish Production Environment (as needed)
- Perform Data Migration & Validation (as needed)
- Implement Operational/Business Process Transition Plan (as needed)

### Project Closeout Process

- Document Lessons Learned (as needed)
- Finalize Project Documentation (as needed)
- Close-Out Procurements/Contracts (as needed)
- Release Project Resources (as needed)
- Perform Post Implementation Review (as needed)

*Note: This phase of the EPM Framework only applies to CMS/BCCS managed projects.*